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LE-10 Command Career Counselor (CCC)

Command POC: N15 DSN: 678-0473

Inspection Methodology: Self-Assessment (Respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples).

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process at this Echelon IV level?
 - a. If required by higher authority, cite references and describe why?
 - b. What is the value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)?
2. How well are you performing?
 - a. Describe in detail each program.
 - b. What measures of effectiveness do you use to determine level of success?
 - c. Provide metrics for most recent time period.
 - d. What other formal feedback mechanisms are in place? What are the results?
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?

Specific Inspector Questions/Tasks:

Ref: (a) Career Counselors Handbook NAVPERS 15878J of OCT 2003
(b) OPNAVINST 1040.11A
(c) OPNAVINST 1900.2
(d) BUPERSINST 1430.16

1. Does the command have copies of references (a) through (d) readily available?
2. Is the CCC appointed in writing?
3. How are command members informed of assigned CCC identity?
4. How well is the CCC performing? How do you know?
5. What are the responsibilities of the CCC?
6. Does the CCC conduct regularly scheduled Retention Team meetings? How many have been conducted in the past 24 months?

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ENLISTED BONUS INCENTIVE PROGRAMS

Ref: (a) COMNAVRESFORINST 1100.4B
(b) Current ALNAVRESFOR Eligibility Policy Message

1. Do you and subordinate command Incentive Program Coordinators (if applicable) have copies of the current versions of the above references?
2. Are you and subordinate command Incentive Program Coordinators (if applicable) on the administrative routing for all Selective Reservists (SELRES) gains to your command?
3. Are you and subordinate command Incentive Program Coordinators (if applicable) on the administrative routing for all SELRES losses/transfers prior to NSIPS data loss/transfer entries being made?
4. Has each SELRES member assigned to your command and subordinate commands (if applicable) that has been determined to be eligible for an Enlisted Incentive bonus, completed the specific "Written Agreement" for the type bonus that they are eligible for?
5. Have Enlisted Incentive eligibility establishment letters for your command and subordinate commands (if applicable) been sent to COMNAVRESFORCOM (N1) for all eligible members?
6. Have Enlisted Incentive eligibility Suspension letters been sent to COMNAVRESFORCOM (N1) for all eligible members at your command and subordinate commands (if applicable) that have requested and been granted an authorized period of Suspension?
7. Have Enlisted Incentive eligibility Termination letters been sent to COMNAVRESFORCOM (N1) for all eligible members at your command and subordinate commands (if applicable) that have requested and been granted an authorized period of Suspension?

MONTGOMERY GI BILL-DRILLING RESERVISTS (MGIB-SR)

Ref: (a) COMNAVRESFORINST 1780.1A
(b) ALNAVRESFOR 17/94
(c) ALNAVRESFOR 23/98

1. Do you and subordinate command MGIB-SR Program Coordinators, (if applicable), have copies of the above references at your command?
2. Are you and subordinate command MGIB-SR Program Coordinators (if applicable) on the administrative routing for all SELRES gains to your command and subordinate commands?
3. Are you and subordinate command MGIB-SR Program Coordinators (if applicable) on the administrative routing for all SELRES losses/transfers from your command and subordinate commands prior to NSIPS data loss/transfer entries being made?
4. Do you and subordinate command MGIB-SR Program Coordinators (if applicable) use the MGIB-SR Adjudication Worksheet in reference (a) for all members to determine eligibility/ineligibility for benefits, and for determination of suspension or termination of benefits?

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5. Does your command, subordinate commands (if applicable) and every SELRES member assigned, have a signed MGIB-SR "Statement Of Understanding"?
6. Has each SELRES member assigned to your command and subordinate commands (if applicable) that has been determined to be eligible for MGIB-SR benefits, been issued and signed a Notice of Basic Eligibility (NOBE) (DD Form 2384 prior to 31 December 91 or DD Form 2384-1 after 31 December 91)?
7. Do all members that have been determined to be eligible for MGIB-SR benefits at your command and subordinate commands (if applicable) have a copy of the issued and signed "NOBE" filed in their field service record?
8. Have MGIB-SR eligibility Suspension packages been sent to COMNAVRESFOR (N1SC) for all eligible members at your command that have requested and been granted an authorized period of Suspension?
9. If applicable, have you verified that your command and subordinate command MGIB-SR program coordinators (if applicable) have ensured that MGIB-SR eligibility Suspension packages been sent to COMNAVRESFOR (N1SC) for all eligible members that have requested and been granted an authorized period of Suspension?
10. Have MGIB-SR eligibility Termination packages been sent to COMNAVRESFOR (N1SC) for all eligible members at your command and subordinate commands (if applicable) that have been determined to be unsatisfactory in drill participation?
11. Do you receive packages for termination/suspension before sending to COMNAVRESFOR (N122E) for all eligible members placed in a suspended status and declared "UNSAT" within 10 working days of GIBTD?
12. Does your local Naval Standard Information Personnel System (NSIPS) reflect the correct MGIB-SR data field information for all members assigned to your command and subordinate commands (if applicable)?
13. Do you ensure the MGIB/SR Coordinator reviews all corresponding documentation for accuracy? Do they ensure all gains, losses and transfers are coded correctly to reflect the correct MGIB/SR code? Are the MGIB/SR Adjudication Sheets being used to adjudicate the service records as they are received?

HUMAN RESOURCES

- Ref: (a) OPNAVINST 1040.11A
(b) Career Counselors Handbook NAVPERS 15878J of Oct 2003

Forward APPENDIX "A", located in NAVPERS 15878J completed no more than 90 days before completing this assessment guide, along with this assessment.

1. Per references (a) and (b), is there an effective Command Retention Program? Does the CCC aggressively promote advancement and upward mobility programs?
2. Per reference (a), does the CCC advertise the numerous retention programs available for assigned command? And, if applicable, does the CCC assist subordinate commands with their retention program? Please discuss ways you use to assist subordinate commands.

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3. If applicable, how does the CCC ensure the subordinate commands are effective and accountable for their retention performance? Is there an effective training program to assist them in retention related functions?
4. Is the CCC a permanent member of the Career Development Board, chapter IV?
5. Per references (a) and (b), does the CCC and subordinate command counselors have an adequate computer system capable of supporting Career Information internet web sites and adequate e-mail? Is there adequate designated private space to conduct Career Counseling?
6. Are retention and attrition statistics provided for review and dissemination using the most recent reports provided by higher authority?

NAVY SPONSOR PROGRAM/INDOCTRINATION PROGRAM

Ref: (a) OPNAVINST 1740.3A
(b) Career Counselors Handbook, NAVPERS 15878J of Oct 2003

1. Do you have an effective Navy Sponsor and Indoctrination Program? If you do not have a command indoctrination program, what, if anything, do you do to assist with the base program?
2. Do you receive orders in sufficient time to ensure prospective members receive a Welcome Aboard package and/or letter, or even a message, prior to detachment date? References (a) and (b) refer.
3. Do Welcome Aboard letters include information relevant to the command and assign a sponsor? Are letters mailed within five days of receiving orders, maintained in file, and signed by the CO? Reference (a) refers.
4. Is the CCC listed on the check-in/out sheet and given the opportunity to give a retention brief during indoctrination? Reference (a) refers.
5. Has a questionnaire been developed to provided newly reporting members a way to offer feedback to include the effectiveness of the Sponsor and Indoctrination Programs as well as the check in process? Reference (a) refers.
6. Are newly reporting personnel screened/briefed on the following as they pertain to your command?
 - a. Command History
 - b. Command operating schedule/daily routine
 - c. Requesting CO's Mast procedures
 - d. CMEO and grievance procedures
 - e. Command security and OPSEC
 - f. Standards of Conduct
 - g. Navy College available services
 - h. Physical training
 - i. MWR availability and off limit establishments
 - j. PSD and disbursing procedures
 - k. Medical and Dental services (including TRICARE)
 - l. Chaplain
 - m. Family Services
 - n. Vehicle registration

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- o. OMBUDSMAN program
- p. Command layout/tour of command (include base if time allows)
- q. Personal Financial Management
- r. Advancement opportunities
- s. Legal Brief
- t. Navy and Marine Corps Relief

PRE-SEPARATION COUNSELING

Ref: (a) OPNAVINST 1900.2A
(b) Public Law 101-510
(c) DoDINST 1332.36

1. Preseparation Counseling: Per references (a) through (c), does the CCC schedule and ensure attendance of all separating or retiring personnel not later than 90 days of separation?
2. Is Preseparation counseling, including the Individual Transition Plan (ITP), conducted 90 days or more before separation/discharge using DD Form 2648?
3. Are all DD Form 2648's and page 13's kept on file for a minimum of two years by either the CCC or Admin, as required by Public Law 101-510?

ADVANCEMENT/EDUCATIONAL SERVICES OFFICER (ESO)

Ref: (a) OPNAVINST 1000.23B
(b) BUPERSINST 1430.16E
(c) BUPERSINST 1610.10

1. For all upcoming examinations, do you have a process in place to announce all requirements, dates, and times for the exams?
2. After the Time-in-Rate (TIR) for E2 through E9 list is completed, is an advancement eligibility list provided to the CO for review? If applicable, do you assist your subordinate commands with the TIR list for their commands?
3. Is an examination board appointed in writing?
4. Is there a procedure in place to identify errors on the worksheets prior to sending them to Pensacola to avoid delays with the results?
5. Are procedures established to ensure all members are not frocked or advanced to E4 and E7 until the required indoctrination course is completed? References (a), (b) and (c) refers.
6. Are exam failures identified and submitted for a Career Development Board review?

Active Duty Failures:

<u>E4</u>	<u>E5</u>	<u>E6</u>	<u>E7</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DRILRES Failures:

<u>E4</u>	<u>E5</u>	<u>E6</u>	<u>E7</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Active Duty advanced this year:

<u>E4</u>	<u>E5</u>	<u>E6</u>	<u>E7-9</u>

DRILLING RESERVISTS advanced this year:

<u>E4</u>	<u>E5</u>	<u>E6</u>	<u>E7-9</u>

Command Advancement Program (CAP)

Ref: (a) BUPERSINST 1430.17E

COMPLETE ONLY IF APPLICABLE

1. As a wing, do you ensure each squadron conducts a CAP board to ensure their candidates are completely eligible in all respects before being CAPPED?
2. Does the wing ensure squadrons do not exceed quotas per reference (a)?

CAREER DEVELOPMENT BOARDS (CDB)

Ref: (a) OPNAVINST 1040.11A
 (b) BUPERSINST 1430.16E
 (c) Career Counselors Handbook, NAVPERS 15878J of Oct 2003

1. Does the Command Master Chief (CMDCM) chair the CDB?
2. Is the CCC a permanent, non-voting member of the CDB?
3. Does the CDB meet on a regular scheduled basis?
3. Are all enlisted personnel interviewed by the CDB within 30 days of reporting onboard?
4. Do members who fail the rating exam or fail to make the selection board appear before the CDB along with special program application recommendations from the board forwarded to the CO? (e.g., officer programs, special duty assignments, etc.)
5. Using chapter IV of reference (c), are minutes of each CDB maintained on file? Do you use appendix's A and B of reference (c) as tools to ensure each member receives all required information?
6. Is there a system in place to ensure follow-up to the CDB are conducted as recommended?
7. a. How many personnel assigned:
- b. How many CDBs conducted this year:

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8. a. How many DRILRES personnel assigned:

b. How many DRILRES CDBs conducted this year:

9. Does the entire COC have an opportunity to annotate comments on each CDB?

AGE 60 WAIVERS

Ref: (a) BUPERSINST 1001.39D

1. Do you verify copies of age waiver authorizations on file for personnel remaining in a drilling status past their 60th birthday? Articles 105.4.a of reference (a).

2. Do you receive age 60 waivers for endorsement? Then provide information to New Orleans for approval/disapproval?

ENLISTED HIGH YEAR TENURE (HYT) PROGRAM

Ref: (a) OPNAVINST 1160.7B

(b) COMNAVRESFORINST 1740.1A

1. Do you have a procedure in place to identify enlisted members subject to HYT restrictions? Have you verified in each squadron the counseling is documented on NAVPERS 1070/613 by 31 July of the year preceding the calendar year affected members reach HYT? Is the determination of eligibility documented using NAPERS 1070/613?

2. Do you receive HYT waivers for endorsement?

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LE-11 Military Sponsor Program

Command POC: N15 DSN: 678-5748

Inspection Methodology: Self-Assessment (Respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples.)

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process at this Echelon IV level?
 - a. If required by higher authority, cite references and describe why?
 - b. What is the value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)?
2. How well are you performing?
 - a. Describe in detail each program.
 - b. What measures of effectiveness do you use to determine level of success?
 - c. Provide metrics for most recent time period.
 - d. What other formal feedback mechanisms are in place? What are the results
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?

Specific Inspector Questions/Tasks:

1. Who assigns the sponsor for perspective gain personnel?
2. How is the sponsor's effectiveness evaluated?
3. What training have command sponsors received? How often is refresher training offered?
4. What are the responsibilities of the sponsor?
5. What tools assist the sponsor in providing the support required/requested?
6. Has the command shown the video "The First 72 Hours" to command personnel? If so, when was it shown last? How many personnel currently assigned to the command have not seen it?
7. Who in the command makes contact with a perspective gain before arrival?

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LE-12 Civilian Personnel Management

Command POC: N00CP DSN: 678-5280

Inspection Methodology: Self-Assessment (Respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples.)

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process at this Echelon IV level?
 - a. If required by higher authority, cite references and describe why?
 - b. What is the value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)?
2. How well are you performing?
 - a. Describe in detail each program.
 - b. What measures of effectiveness do you use to determine level of success?
 - c. Provide metrics for most recent time period.
 - d. What other formal feedback mechanisms are in place? What are the results
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?

Specific Inspector Questions/Tasks:

References: (a) SECNAVINST 5211.5D
(b) OPNAVINST 1000.16J
(c) COMNAVRESFORINST 12810.1B
(d) COMNAVRESFORINST 12720.2B
(e) 5 CFR 610
(f) 5 CFR 630

A. Civilian Personnel Management

1. Does the command have copies of references (a) through (d)?
2. How are civilian personnel and EEO services provided?
 - a. Name and location of Human Resource Office (HRO) and Human Resources Service Center (HRSC) providing services.
 - b. Name and title of EEO official (DEEOO or EEO Specialist) in servicing HRO.
 - c. List Civilian Personnel/EEO services provided by your HRO.

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- (1) Quality of Services.
 - (2) Timeliness of Services.
 - (3) Briefly identify any problems experienced.
3. Does the command have a CIVPERS/EEO Coordinator? If so, list name and title.
 4. What CIVPERS and EEO related files and records are maintained by command officials? Are they per reference (a)?
 5. Does the command have copies of all current COMNAVRESFOR instructions and notices pertaining to Civilian Personnel?
 6. How is civilian personnel information communicated to employees?
 7. Identify any personnel or manpower management reports, studies, or visits prepared or conducted in the last three years.
 8. List corrective actions taken as the result of previous visits.
 9. Are command mission and function statements and organizational charts current and accurate? Give date of current publication.
 10. From command position management records required:
 - a. Name and title of position management officer:
 - b. Has a Most Efficient Organization (MEO) been identified and started implemented?
 - c. What change in average grade level has occurred during the past three years? What caused this change?
 - d. What position management actions are being taken to control the command's average grade?
 - e. Have any identified organization changes/resource adjustments not been implemented? Briefly explain.
 11. What functions have been studied under the Commercial Activities (CA), Outsourcing, or Shore Manpower Review and Determination Program (SMRDP) per reference (b).
 12. Have there been any classification appeals since the last Command visit by headquarters? If so, identify them and provide copies of the certifications and evaluations.
 13. Does the command have a light duty program for returning injured employees to work quickly as required by reference (c)?
 14. Provide copies of any correspondence that has informed department heads and the servicing HRO of Affirmative Employment Goals, including the SECNAV eight percent Hispanic and two percent targeted disabled goals per reference (d).

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15. How many vacant positions were filled at less than the full performance (journeyman) level during the past year?

16. What is the command's hours of duty policy and how is it communicated to employees? Is it in line with reference (e)? Provide a list of various work schedules (i.e., compressed, flexible, etc.) and the number of employees on each schedule.

17. How are employees made aware of provisions of the Voluntary Leave Transfer Program, the Family and Medical Leave Act, and the Family Friendly Leave Act per reference (f)?

18. How do supervisors monitor sick leave for potential abuse?

B. Employee/Labor Relations

Ref: (a) DON HR Implementation Guide 430.01
(b) DON HR Implementation Guide 451-01
(c) CPI 752
(d) DON HR Implementation Guide 771-01
(e) CPI 792
(f) SECNAVINST 12792.3
(g) OPNAVINST 5355.4
(h) CPI 792.3

1. Provide samples of current and previous year's performance ratings of record, current performance plans and position descriptions of record required by references (a) and (b).

2. Do all employees have established performance standards? If not, why?

3. Briefly describe the command's award process, including established criteria for awards, approval authority, and relationship to performance management.

4. During the past year, how many disciplinary actions were taken per reference (c)?

5. During the past year, how many grievances were lodged using reference (c). How many formal grievances were processed?

6. Is a Civilian Employee Assistance Program (CEAP) established and operational per reference (d)? List name and title of coordinator.

7. Does the command have an operable civilian Drug-Free Workplace Program, which includes ongoing antidrug education required by references (f) through (h)?

C. Employee Development

Ref: (a) Training Policy Handbook, HRD-97-1
(b) CPI 410
(c) COMNAVRESFORINST 12720.2B

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1. What general topics are covered in new employee orientation?
2. Are employees' training needs assessed annually per references (a) and (b)?
3. Are individual development plans completed for Veterans Adjustment Act, career ladder, trainee appointments, etc. per reference (b)?
4. List mandatory training accomplished in the past 12 months per references (b) and (c).
5. List training in civilian personnel management given to military supervisors of civilian employees within the last 12 months?
6. How many employees received formal training during the past fiscal year?
7. What percentage of the activity budget was expended on formal training?

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LE-13 Civilian Supervisors

Command POC: N00CP DSN: 678-5280

Inspection Methodology: Self-assessment (Respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples.)

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process at this Echelon IV level?
 - a. If required by higher authority, cite references and describe why?
 - b. What is the value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)?
2. How well are you performing?
 - a. Describe in detail each program.
 - b. What measures of effectiveness do you use to determine level of success?
 - c. Provide metrics for most recent time period.
 - d. What other formal feedback mechanisms are in place? What are the results
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?

Specific Inspector Questions/Tasks:

1. Does the command have copies of references (a) through (e)?
2. What training have you had regarding civilian personnel management? When was this training acquired?
3. What steps do you initiate to fill a vacancy or request a personnel action for your activity?
4. When do you set performance standards for your civilian employees? Do your employees provide any input into the setting of their standards?
5. Have any of your employees filed a grievance concerning their performance appraisal? If so, what process was used? What was the outcome?
6. What is your process to recommend a civilian performance award? When was the last time you recommended an award? What type of award was it? Performance awards are processed per COMNAVRESFORCOMINST 12451.2A.

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LE-14 Command Fitness Program

Command POC: N341 DSN: 678-0627

Inspection Methodology: Self-Assessment (Respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples.)

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process? If required by higher authority, cite references and describe why? OPNAVINST 6110.1G.
 - a. If required by higher authority, cite references and describe why?
 - b. What is value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)? All services in 1d above are available to command members (customers).
2. How well are you performing?
 - a. How do you know, i.e., what measures of effectiveness do you use to determine level of product and/or service success?
 - b. Provide metrics, for most recent time period.
 - c. What other formal feedback mechanisms are in place? What are the results?
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?
4. If not clearly identified in response to above, what negatively impacts your ability to perform your mission?
5. Is this function, program, or process included in the activity MC Program?
 - a. If yes, please provide a synopsis of the MC Review results? We will examine MC documentation on site.
 - b. If no, please provide rationale of why not covered? If it should have been, please conduct an MC Review by filling out the attached automated MC Review form.

Specific Area Questions:

1. Is the Fitness Enhancement Program (FEP) available to members' not meeting Physical Fitness Assessment standards?
2. Has the Command Fitness Leader (CFL) and Assistant CFLs been appointed in writing?
3. Does the CFL meet the minimum requirements to be appointed as CFL?
4. Does the command have CPR qualified personnel for every 25 personnel assigned, with a minimum of two, to assist with PRTs and FEP?

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5. Does the command ensure the Physical Readiness Information Management System (PRIMS) on-line database is updated to reflect PFA results within 30 days of completing an assessment?
6. Does the command ensure personnel are medically cleared to participate in PRT's?
7. Does the command ensure that PFA results requiring administrative action are completed and forward to Personnel Support Activity/Detachment/Personnel Office (PERSUPPACT/PERSUPPDET) for service record entry?
8. Are PFA results properly entered into the member's FITREP or EVAL?
9. Are all members provided the opportunity to attain and maintain satisfactory physical fitness and body composition standards?
10. Are PFAs performed twice a year, no less than four months apart?
11. Are personnel properly notified in writing of the PFA at least 10 weeks in advance?
12. Do members not meeting PFA standards participate in a FEP until passing two consecutive PFA's?
13. Are administrative actions for all members who do not meet Physical Readiness Program standards documented on a Page 13 (enlisted) or Letter of Notification (officers)?
14. Does the command refer personnel not meeting Body Composition Assessment (BCA) standards to Shipshape class or a registered dietitian if available through at local medical department?
15. Does all personnel who exceed or are in danger of exceeding BCA standards complete Navy Nutrition and Weight Control Self-Study Guide (NAVPERS 15602A)?
16. Does the Commander, CO, or OIC aggressively support the Physical Readiness Program per OPNAVINST 6110.1G?
17. Are all pertinent publications, instructions available for administration of the Physical Readiness Program?

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LE-15 Sexual Assault Victim Intervention (SAVI)

Command POC: N42 DSN: 678-5973

Inspection Methodology: Self-Assessment (Please respond fully after each of the following questions. To support assessment response, attach pertinent information, data, or work samples.)

Overall Assessment Questions/Tasks:

1. Why perform this function, program, or process at this Echelon IV level?
 - a. If required by higher authority, cite references and describe why?
 - b. What is the value to the organization and the Navy?
 - c. What would be the ramifications of its elimination?
 - d. Please identify products and/or services?
 - e. For each product and service, identify customer(s)?
2. How well are you performing?
 - a. How do you know, i.e., what measures of effectiveness you use to determine level of product and/or service success?
 - b. Provide metrics, for most recent time period.
 - c. What other formal feedback mechanisms are in place? What are the results?
3. Are resources adequate (funding, manning, IT/IM, etc)?
 - a. If not, specifically what do you require?
 - b. What is the impact?

Specific Inspector Questions/Tasks:

Ref: (a) SECNAVINST 1752.4
(b) OPNAVINST 1752.1A

1. Has a command SAVI been appointed?
2. Has the SAVI conducted annual sexual assault GMT?
3. Has the SAVI implemented an advocate program of trained volunteers?
4. Has the SAVI and any SAVI advocates attended the mandatory 20 hours of training per year?
5. If an incident occurred in the command, was a SITREP message released? Follow ups?